

# INTER-OFFICE MEMORANDUM

## CENTRAL BUSINESS OFFICE

**TO:** Chief Financial Officers **DATE:** February 20, 2007

**FROM:** Bernard Lane, Jr.  
Administrator Management Services

**SUBJECT:** Corrected Billings of DoIT Services  
**CFO 07-42**

During a review of the DoIT Billing process, an error was discovered in the creation of the billing ADI (billing mechanism)... the Project Allocation Percentage was duplicated in error. If the time and effort reports for a Project billed more than one RIFAN Account Number allocated to it, then, that Allocation Percentage was applied twice, reducing the would be "Amount Charged".

There was no impact for Projects that had a single RIFAN Account Number allocated to them. An adjustment is therefore necessary to correctly bill services from July 2006 through December 2006. This adjusted bill will be reflected in your January billing statement, once the necessary approvals have been received through RI FANS.

If you have any questions regarding this issue please contact me at your convenience at 222-5707.

BL/nas